

**TITLE, SERIES, GRADE:** Principal Deputy Executive Officer / Director for International Programs Support, SL-301

**PAY RANGE:** \$138,380-158,500

**PROMOTION POTENTIAL (IF ANY):** None

**VACANCY ANNOUNCEMENT NUMBER:** 08-CRM-SL-MM-01

**AREA OF CONSIDERATION:** Area of Consideration: Government wide (status candidates only) and all eligible surplus/displaced Federal employees in the local commuting area.

**OPENING DATE:** May 2, 2008

**CLOSING DATE:** May 15, 2008

**DUTY LOCATION:** Criminal Division, Office of Administration, Washington, D.C.

**NUMBER OF VACANCIES:** 1 Position

**JOB SUMMARY:**

The Principal Deputy Executive Officer / Chief Operating Officer for International Program Support is responsible for the overall management and oversight of administrative functions, particularly administrative efforts supporting the Criminal Division's international programs. The Principal Deputy Executive Officer reports directly to the Executive Officer of the Office of Administration, Criminal Division.

**MAJOR DUTIES:**

The Principal Deputy Executive Officer / Chief Operating Officer for International Program Support:

- Plans, organizes, directs, coordinates, and evaluates the operational performance of all functional areas of the Office of Administration including international support, information technology, budget formulation and execution, human resources, procurement and facilities and security.
- Serves as a liaison with the State Department, Military Officials and other Agency heads on budgetary, legislative and regulatory matters and maintains oversight of the management of budget and organizational performance of international administrative support programs.
- Serves as an authority on the Federal budget process and the Government Performance and Results Act and represents the Division before Congressional Offices, the Office of Management and Budget, the Government Accountability Office and across the Executive branch.
- Serves as an advocate for the Division's programs and resource needs with various external groups, e.g., the Office of Management and Budget, the General Accountability

Office, and senior officials of the Department's Justice Management Division.

- Responsible for communicating high-level complex technical budget issues and potentially sensitive political issues to top government executives and congressional members to ensure full integration of budget and organizational performance programs within the Division.
- Plans and manages the formulation and execution of the Division's budget. Ensures that the budget is executed within resources provided.
- Manages in excess of \$750 million of program related funding from external sources for administrative support including the administration and management of international training support services.
- Works in concert with the Executive Officer to strategically manage human capital which includes improving the Division's performance programs and activities.
- Manages the strategic planning program including establishing and monitoring performance metrics and targets, leading the Division's strategic planning process, and managing various organizational performance survey programs.
- Executes the full range of management and program responsibilities for establishing and implementing policies, regulations, and guidelines as it relates to organizational performance management. Ensures maximum and efficient utilization of available resources; periodic and comprehensive evaluations of program goals and objectives; and identifies areas for effective and efficient program improvements.
- Provides direction for the Criminal Division's Emergency Preparedness Program for sites, facilities, and continuity of operations.

**KEY REQUIREMENTS:**

- Social Security Number - must provide the last four digits (xxx-xx-0000)
- U.S. Citizenship

**QUALIFICATIONS:**

1. You must have three years of specialized experience at a level close to the work of this job that has given you the particular knowledge, skills, and abilities required to successfully perform. Typically we would find this experience in work within this field or a field that is closely related.
2. You must be a U.S. citizen to qualify for this position.

3. You must include your Social Security Number to qualify for this position. You must provide the last four digits of your Social Security Number (i.e., xxx-xx-0000).

### **HOW YOU WILL BE EVALUATED:**

QUALITY RANKING FACTORS (formerly known as KSAs): Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

1. Please explain your experience in overseeing the Federal budget process, including formulation and justification, presentation, execution, and reporting requirements.
2. Please explain your experience with strategic planning, including the development and monitoring of organizational performance goals and objectives to assess and improve overall organizational effectiveness.
3. Please explain your experience managing, coordinating various administrative functions including human resources, procurement, information technology, facilities and security.
4. Please explain your experience providing effective financial oversight for complex international programs.

### **EVALUATION METHODS:**

Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

### **HOW TO APPLY**

- You must submit your application so that it will be received by the closing date of the announcement.
- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement addressing the Quality Ranking Factors. Your response should describe what you did, how often you performed this activity, the guidelines available, the complexity of the assignment, and who you performed the activity for or with.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.

- If you are a status candidate and would like to be considered under competitive procedures, please annotate your resume, OF-612, or SF-171 indicating that you wish to be considered under both merit staffing promotion procedures and competitive procedures. If a statement is not included, status candidates will be considered only under merit staffing promotion procedures.

- **If a Resume is submitted, it must contain the following information:** If submitting a resume, all requested information as outlined in this vacancy announcement must be included. **If pertinent information is omitted from the resume, it will result in non-consideration for this position.**

- Job Information - Announcement number, title and grade(s) of the job for which you are applying;

- Personal Information - Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), **social security number**, county of citizenship (Most Federal jobs requires United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status), highest Federal civilian grade held (also give job series and dates held);

- Education - High school, name, city and state (ZIP Code), date of diploma or GED, colleges and universities, name, city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.

- Work Experience - Give the following information for your paid and non paid work experience related to the job for which you are applying. (Do not send job descriptions); job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.

- Other Qualifications - Job related training courses (title and year). Job related skills for example, other languages, computer software/hardware, tools, machinery, typing speed. Job related certificates and licenses (current only). Job related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

- Applications can be e-mailed to: [SES.CRMJOBS@USDOJ.GOV](mailto:SES.CRMJOBS@USDOJ.GOV) for faxed to 202-353-0775.

- Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

- If mailing applications via Federal Express or Express Mail, mail to:

Department of Justice  
Attn: Monet Miechowski  
Bond Building, Suite 5000  
400 New York Ave., NW  
Washington, DC 20530

**NOTE:**

- Relocation expenses are not authorized.
- Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10 Point or 30 Point preference must submit a letter from the Department of Veteran's Affairs.
- Applications that are e-mailed and/or faxed, must be received by midnight of the closing date.
- Applications mailed through the postal service, must be received by the closing date of the announcement.
- Applications mailed in government franked enveloped will not be accepted.
- If submitting a resume, all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- This is a permanent full time position.
- All qualifications for this position must be met by the closing date of this announcement.
- If substituting education for specialized experience, transcripts must be submitted.

**POINT OF CONTACT:** Monet M. Miechowski

**CONTACT PHONE:** 202-305-1620

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